

FERPA APPEAL TO THE GENERAL COUNSEL AND  
VICE CHANCELLOR FOR LEGAL AFFAIRS

You may use this form to appeal your college's denial of your earlier appeal for access to your student records or any other alleged denial of FERPA rights. You must appeal within 30 days of the date of the college's denial by completing this form and sending it to:

General Counsel and Vice Chancellor for Legal Affairs  
The City University of New York  
205 East 42<sup>nd</sup> Street  
New York, New York 10017  
Email: [ogc@cuny.edu](mailto:ogc@cuny.edu)

Name: \_\_\_\_\_.  
Address: \_\_\_\_\_.  
Phone: \_\_\_\_\_.  
College: \_\_\_\_\_.  
Email: \_\_\_\_\_.

I write to appeal the College's denial of my appeal in a letter dated \_\_\_\_\_.

I enclose the following documents:

- \_\_\_\_\_ College's denial of my appeal.
- \_\_\_\_\_ My appeal to the college.
- \_\_\_\_\_ College's initial denial of access.
- \_\_\_\_\_ My initial request for access to records.
- \_\_\_\_\_ Additional documents (please itemize): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the basis for your appeal (you may attach additional pages):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_